Kendra S. Duncan



EXPERIENCED EDITOR, TECHNICAL WRITER, EDUCATOR WITH A DIVERSE PROFESSIONAL BACKGROUND

An articulate and passionate communicator who enjoys working in a fast-paced environment that requires attention to detail and a steadfast work ethic. Proficiencies include designing, writing, and editing documents for a variety of purposes and audiences. Also experienced in teaching grammar, writing, and literature as well as providing editorial support to students.

CORE COMPETENCIES

- Writing, editing, and proofreading
- ♦ Documentation
- Document design
- Project management
- ♦ Research
- Organization and planning
- ♦ Teaching, tutoring, mentoring

EDUCATION

2013 B.A. in English

Technical Communication

University of Central Florida

1999 B.S. in Education
Secondary English
University of Central Florida

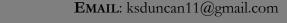
1997 A.A. in Education Seminole State College

TECHNOLOGY

- Microsoft Office 2013— Word, Excel, PowerPoint, Publisher, Outlook
- Adobe Photoshop, InDesign, Illustrator
- GIMP, SnagIt, Camtasia Studio, Jing
- ♦ HTML, XML, CSS

ACCOMPLISHMENTS

- Authored numerous documents for projects including task schedules, Gantt charts, proposals, progress reports, and research reports
- Designed a style guide and template for use in the collaborative development of a manual
- Researched and wrote a chapter for a style handbook
- Served as general editor for a collaborative manual
- Directed a team of 5 on a writing and editing project
- Co-edited and updated a series of training modules and restructured them as a 119 page manual
- Created an informational brochure for a client that markets available services
- Developed and implemented a quick reference guide to help clients
- Collaborated with an international team to design documentation
- Mentored and assessed 3 first year teachers
- Chaired a professional learning community
- Selected as a representative for the 16th Annual Model Schools Conference in Washington D.C.
- ♦ Voted Adult Volunteer of the Year for Pine Ridge High School 2010-2011



ONLINE PORTFOLIO: duncansdocuments.weebly.com/





WORK EXPERIENCE

May 2010- Present // Seminole State College-Oviedo, FL // Instructional Support Specialist

- Identifies and generates resources for faculty, staff, and students
- Helps clients improve their writing in all areas including grammar, mechanics, style, and voice
- Presents clients with feedback regarding their writing and provides additional editorial support
- Guides clients in documentation standards (APA, MLA, CMS)
- Creates documentation for the Center including brochures, administrative documents, and training materials
- Supports the Director with various tasks such as writing grants and organizing materials
- Supervises peer tutors and computer assistants
- Records and manages client data

July 1999- May 2009 // Pine Ridge High School- Deltona, FL // English Teacher

- Taught multiple subjects to diverse populations in grades 9-12
- Selected and managed technology for presentations, administrative tasks, and communication
- Authored lessons that incorporated cooperative learning and multiple intelligence activities
- Advanced a learning-centered environment with peer teaching, collaborative groups, and problembased learning
- Developed course materials, implemented writing portfolios, and incorporated new texts
- Supported student activities including serving as sponsor for student government sophomore class and chaperoning school events
- Managed the production and publication of the school's literary magazine

NON-PROFIT / VOLUNTEER WORK

2014 Editorial Support (website)

The Ann Foundation

Proofreader (brochure)

UNDP Sudan

2010-2011 President

Pine Ridge Band Boosters

2009-2010 Secretary

Pine Ridge Band Boosters

2005-2011 Committee Secretary

Boy Scout Troop 306

PROFESSIONAL MEMBERSHIPS

2012-2013

Society for Technical Communication

2000-2008

National Education Association

2000-2008

National Council for Teachers of English

1999-2000

Golden Key Honor Society

1999-2000

Kappa Delta Pi

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